Writing

Standard difficulty · 20 questions · 40 marks · Time: 53 minutes

Name: _____ Date: _____ Score: ____ / 40

Write full answers in Sections B and C. Answers are on the last page — try every question first!

Section A — Choose the correct answer — 8 × 1 = 8 marks

1. In a formal letter, what comes right after the sender's address?

(a) The date **(b)** The receiver's address
(c) The complimentary close **(d)** The salutation

2. How should a letter to a friend who has moved to another city end?

(a) Your loving friend **(b)** Yours faithfully
(c) Yours obediently **(d)** Yours truly, Sir

3. You need to ask the Principal for permission to start a nature club. Which is the best format?

(a) Email **(b)** Article **(c)** Notice **(d)** Formal letter

4. Which of these is NOT part of a formal invitation?

(a) The occasion **(b)** The names of the hosts
(c) A salutation such as "Dear Sir" **(d)** The date, time and venue

5. A formal letter to an official ends with:

(a) Yours faithfully **(b)** Cheers
(c) Your loving friend **(d)** Lots of love

6. You are Arjun Verma, of 189, Rose Colony, Dehradun. Write a letter to the Principal of your school, requesting new sports equipment. Which is the best subject line?

(a) Broken streetlights in our area **(b)** Plastic waste choking our city
(c) Garbage not being collected in our area **(d)** Request for new sports equipment

7. Which sentence is suitable for a formal letter?

(a) Sorry, I can't come to school for a few days.
(b) We need a water cooler, it is too hot.
(c) We would love a trip to the science museum.
(d) We request permission for a class visit to the science museum.

8. Assertion (A): A letter to the editor of a newspaper should end with "Your loving friend".
Reason (R): A formal letter to an official or someone we do not know personally ends with "Yours faithfully".

(a) Both A and R are true, and R is the correct explanation of A.
(b) Both A and R are true, but R is not the correct explanation of A.
(c) A is true, but R is false.
(d) A is false, but R is true.

Section B — Short answer — 8 × 2 = 16 marks

9. You are Arjun Gupta of Class 12. Write an email to the school counsellor: request for a meeting. (Write a short email.)

10. You are Aman Sharma, Cultural Secretary of Green Valley School, Dehradun. Draft a formal invitation for the school's Annual Sports Meet on 17 December 2026. Dr Mehta is the chief guest. (Write a short formal invitation.)

11. Write a suitable complimentary close for a letter to the District Collector.

12. You are Rahul Das, of 62, Gandhi Nagar, Pune. Write a letter to the Municipal Commissioner, about broken streetlights. Write only a suitable subject line.

13. Rewrite this sentence so that it suits a formal letter: “The bus is always late, which is so annoying.”

14. This notice has one important part missing. What is it?

GREEN VALLEY SCHOOL, NAGPUR
NOTICE
27 May 2026
Storytelling Contest
The Literary Club is organising a Storytelling Contest on Sunday, 7 June 2026 at 9:10 am in the school hall. Students of Classes 7 to 9 can take part. Interested students should give their names to the undersigned by 5 June 2026.
President, Literary Club

15. Put these parts of a formal letter in the right order: (p) the receiver's address; (q) the sender's name; (r) the complimentary close; (s) the salutation; (t) the subject.

16. You are Aman Singh of Class 12. Write an email to your sports teacher: change in practice timing. (Write a short email.)

Section C — Longer answers — 4 × 4 = 16 marks

17. You are Dev Gupta, of 119, Civil Lines, Dehradun. Write a letter to the editor of a newspaper, about plastic waste.

18. Write an article for your school magazine on “Using Mobile Phones Wisely”. You are Riya Nair.

19. Write an article for your school magazine on “The Joy of Reading”. You are Vikram Das.

20. You are Dev Rao, of 218, Gandhi Nagar, Mysuru. Write a letter to the Municipal Commissioner, about garbage in your area.

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Answer key

Writing · AW-12E-WRT-2026-V1 · For parents — fold back or tear off before handing the sheet to your child.

Q	Answer	Working
1	**(a) The date**	the sender's address → the date → the receiver's address → the subject → the salutation → the body of the letter → the complimentary close → the sender's name
2	**(a) Your loving friend**	informal letters end warmly, showing the relationship
3	**(d) Formal letter**	—
4	**(c) A salutation such as "Dear Sir"**	a formal invitation has the names of the hosts, the occasion, the date, time and venue, R.S.V.P. with a name
5	**(a) Yours faithfully**	—
6	**(d) Request for new sports equipment**	a subject line says briefly what the letter is about
7	**(d) We request permission for a class visit to the science museum.**	a formal letter is polite and avoids casual words
8	**(d) A is false, but R is true.**	A is false: it is a formal letter, so it ends with "Yours faithfully". R is true.
9	**From: arjun.gupta@example.com** **To: counsellor@greenvalleyschool.example** **Subject: Request for a meeting** **Dear Sir/Madam,** **I have been feeling stressed about the coming exams. Could I please meet you this week to talk about how to plan my studies?** **Thank you.** **Regards,** **Arjun Gupta** **Class 12**	Check the email format: the receiver's email address, a subject line, a polite greeting, a short, clear body.
10	**The Principal, staff and students of Green Valley School, Dehradun request the pleasure of your company at the Annual Sports Meet on Thursday, 17 December 2026 at 4:05 pm in the school ground. Dr Mehta has kindly agreed to be the chief guest. R.S.V.P. Aman Sharma Cultural Secretary**	Check the formal invitation format: the names of the hosts, the occasion, the date, time and venue, R.S.V.P. with a name.
11	**Yours faithfully**	formal letter
12	**Broken streetlights in Gandhi Nagar**	short, clear and about the main point

Q	Answer	Working
13	**The school bus often arrives late, which causes students great difficulty.**	Any polite, formal wording.
14	**The name of the writer**	a notice has the school name, NOTICE, the date, a heading, the details, and the writer's name and designation
15	**(p), (t), (s), (r), (q)**	the receiver's address → the subject → the salutation → the complimentary close → the sender's name
16	**From: aman.singh@example.com** **To: sports@greenvalleyschool.example** **Subject: Change in practice timing** **Dear Sir/Madam,** **I have a music class on Tuesday evenings this month. Could I please attend football practice on Wednesday instead of Tuesday until the end of the month?** **Thank you.** **Regards,** **Aman Singh** **Class 12**	Check the format first, then the content.
17	**119, Civil Lines** **Dehradun** **21 February 2027** **The Editor** **The Daily Times** **Dehradun** **Subject: Plastic waste choking our city** **Sir/Madam,** **Through the columns of your newspaper, I wish to express my concern about the plastic waste piling up in the markets and drains of Dehradun. It blocks drains, harms animals and spoils the beauty of our city.** **I request the authorities to enforce the ban on single-use plastic and to place more dustbins in public places. I shall be grateful for your prompt action.** **Thank you.** **Yours faithfully,** **Dev Gupta**	Check the formal letter format, then the content: clear ideas in order, correct grammar and spelling.
18	**USING MOBILE PHONES WISELY** **by Riya Nair, Class 12** **Mobile phones have changed the way we live and learn. They help us stay in touch and find information quickly. Too much screen time can harm our eyes, sleep and studies. We should set time limits and never share personal details online.** **A phone is a useful tool, as long as we use it and it does not use us.**	Check the article format, then the content: clear ideas in order, correct grammar and spelling.

Q	Answer	Working
19	**THE JOY OF READING** **by Vikram Das, Class 12** **Reading is one of the best habits a person can have. Books take us to new places and times without leaving home. Reading improves our vocabulary, spelling and writing. A good story helps us understand how other people think and feel.** **Let us switch off our screens for a while each day and pick up a book.**	Check the article format, then the content: clear ideas in order, correct grammar and spelling.
20	**218, Gandhi Nagar** **Mysuru** **4 April 2026** **The Municipal Commissioner** **Municipal Corporation** **Mysuru** **Subject: Garbage not being collected in Gandhi Nagar** **Sir/Madam,** **I wish to bring to your notice that garbage has not been collected from Gandhi Nagar for the past two weeks. The heaps of waste smell bad, attract flies and could spread disease.** **I request you to kindly arrange for regular collection of garbage in our area. I shall be grateful for your prompt action.** **Thank you.** **Yours faithfully,** **Dev Rao**	Check the formal letter format, then the content: clear ideas in order, correct grammar and spelling.